

S-E-C-R-E-T

Minutes of the Second Meeting
of the
Support Development Panel

Min

1. The Second meeting of the Support Development Panel convened at 1430 hours on 28 January 1965 in Room 7D34. Those present were:

Chairman

Member

Acting Executive Secretary

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2. The minutes of the First meeting of the Support Development Panel were approved as presented.

3. The Chairman reported that the Support Services Course had begun on 25 January with twenty-five Junior Officer Trainees in attendance. Discussion followed regarding the composition of the group, contact made with them to date and scheduling of their activities in coming months.

4. The Panel then turned to consideration of criteria for participation in the Support Officers Development Program. It was noted that the DD/S Administrative Instruction which announced the Program stated that "The Junior Officer Training Program will be the primary source of candidates for the Support Officers Development Program but Heads of Support Career Services will be encouraged to nominate individuals whom they feel are qualified for and can benefit from participation." The group recommended that for candidates other than those recruited from the JOT Program:

a. Criteria for participation in the Support Officers Development Program should be similar to those for participation in the Junior Officer Training Program.

b. Determinations regarding selection should be made in cooperation with personnel of the Junior Officer Training Program since their long experience in applying criteria would be of great value.

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c. When candidates are surfaced for participation in the Program, the Junior Officer Training Program would screen candidates first and the Panel would cooperate with the Junior Officer Training Program in assisting in this screening (much as the individual Support offices have done in the past).

d. The individual Support offices would be called upon to make determinations in regard to the suitability of individual candidates as the Panel determined appropriate.

The group felt that this approach would provide a more objective review of qualifications and would ensure that, once chosen, individuals would be equipped to benefit fully from Program participation.


5. "The Chairman then briefed the Panel in regard to recent contacts with the Clandestine Services Personnel Division of the Office of Personnel which hopefully will lead to establishment of requirements for a number of the trainees who are now attending the Support Services Course. He also informed the group that as a result of these contacts agreement was reached that Support Junior Officer Trainees in general would not be assigned to extremely small field stations (two or three employees)--that small station experience would be at those stations where there is sufficient activity in the areas of finance, personnel and logistics to afford the young officers a significant Support-oriented experience." He then requested that each Panel member examine the situation in his own component with a view toward development of specific requirements for as many of the Program participants as his component might need in the foreseeable future. These requirements would specify the duties and responsibilities to be assigned each trainee requested.

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Acting Executive Secretary
Support Development Panel

The above recommendations of the Support Development Panel are approved. In developing the requirements noted in paragraph 5. for the Support offices, Panel members should ensure that the work which Program participants will perform is challenging and will provide them with good working knowledge of the full functional area for which the office is responsible.

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L. K. White
Deputy Director | 8 FEB 1965
for Support

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AGENDA
FOR THE
SECOND MEETING
of the
SUPPORT DEVELOPMENT PANEL

28 January 1965
1430 Hours, 7D34 Headquarters Building

1. Presentation of the minutes of the First meeting of the Support Development Panel (Tab A).
2. Consideration of criteria for participation in the Support Officers Development Program and of the selection process for:
 - a. External Junior Officer Trainees
 - b. Internal Junior Officer Trainees
 - c. Nominees of Career Services
 - d. Individual Applicants
3. Discussion of projected requirements for junior officers by the several Support Services and by the Clandestine Services.

 25X1A
Acting Executive Secretary
Support Development Panel

Att: As stated

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Group 1
Excluded from automatic
downgrading and declassification